



## Student Success – Peer Review procedures

On submission the paper is checked by the Journal Manager to confirm it complies with the formatting guidelines. Submissions not conforming to guidelines will be returned (see *Author Guidelines* <https://studentsuccessjournal.org/about/submissions#authorGuidelines>).

All submissions are reviewed by the editorial team to determine suitability for the Journal. The initial editorial review considers if:

- ✓ The initial editorial review considers if:
  - the submitted paper is within the scope of the Journal; and
  - the submitted paper meets the quality standards;
- ✓ If the submission meets these criteria, two suitable reviewers are selected by the Journal Manager from the pool of registered reviewers and the submission goes out for review
- ✓ If the paper is deemed to be outside the scope of the Journal – or not yet at a standard that is ready for peer review - it will be returned to the author with relevant feedback

The invitation to participate in the double-blind peer review process is conducted online

Reviewers are encouraged to respond within 3 days after nomination to accept or decline the review. The turn-around time for standard reviews is 4 weeks. Once the review is underway, regular automated reminders are sent to reviewers who are late to submit their responses.

The Editor-in-chief (and/or editorial team delegate) examine the recommendations from the two reviewers and determine if the review process is complete. Where there is a disparity between the two reviews or the editorial team consider the reviews incomplete or inadequate a third review is invited or the editorial team's comments are provided to the author/s.

The decision is recorded and an email sent to all authors providing feedback.

Where major changes are required, authors are invited to resubmit within 2-3 weeks. The resubmission should be accompanied by a separate document which itemises the recommended changes and describes how the authors have responded to them. One of the initial reviewers or another reviewer will be invited to re-review the paper and make further recommendations. The Editors reviews all changes and feedback from the reviewers. The process may be iterative.

Where minor changes are required, the same process will apply but the Editor-in-chief (and/or editorial team delegate) will consider the authors' response.

When the paper is rejected there is an invitation to address the reviewers' comments and recommendations and resubmit to a later issue

If the paper is accepted, authors are requested to finalise the submission (Authors must ensure the submission has been proof-read and publication ready – technical editing is the responsibility of the author/s<sup>1</sup>). The production phase includes journal layout and quality assurance activities.

---

<sup>1</sup> Please adhere to the *Student Success Author Guidelines* under 'Quality Expectations' (p.2) [https://studentsuccessjournal.org/public/journals/4/StudentSuccess\\_AuthorGuidelines2015.pdf](https://studentsuccessjournal.org/public/journals/4/StudentSuccess_AuthorGuidelines2015.pdf)